

DEPARTMENT OF THE ARMY
Omaha District, Corps of Engineers
6014 U.S. Post Office and Courthouse
Omaha, Nebraska 68102

DM 715-1-4

MROSD/MRORE

Memorandum
No. 715-1-4

15 April 1983

Procurement
ACQUISITION OF SUPPLIES AND SERVICES
FOR
ARMED FORCES RECRUITING STATIONS

1. Purpose. This memorandum prescribes uniform procedures for the acquisition of janitorial services, snow removal services, and the fabrication and installation of signs, air-conditioners, water fountains, etc., using the small purchase procedure.
2. Applicability. Real Estate Division, including its Field Offices, and Procurement and Supply Division.
3. References.
 - a. DAR, Section 3, Part 6.
 - b. ADARS, Section 3, Part 6.
 - c. ER 1180-1-1, Section 4, Part 71.
4. General. The Real Estate Division (MRORE) is responsible for obtaining adequate office space for U.S. Army and other Armed Forces Recruiting Stations in local communities throughout the geographical area covered by the Omaha District. This is normally accomplished by a lease agreement executed between the Omaha District and the building owner. The Real Estate Division is also responsible for providing outside signs to identify the Recruiting Station, for janitorial services, snow removal, and in some cases, air-conditioning, carpets, water coolers, etc., for the office space. These additional requirements should be included in the lease agreement if at all possible. If any of these items cannot be included in the lease, they may be acquired separately through the small purchase method. The small purchases method, however, should be considered only when it is not feasible to include the requirement in the lease.
5. Purchase Procedure.
 - a. The small purchase procedure is a simplified method of obtaining supplies, services, and construction work, where the aggregate amount of each purchase does not exceed \$25,000.00. The Defense Acquisition Regulation governs the use of the small purchase procedure and the Procurement and Supply Division is responsible for its operation and administration. It is

This memorandum supersedes DM 715-1-4, 17 February 1981.

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important to note that only persons who have been specifically designated as Contracting Officers or Ordering Officers are authorized to place orders with suppliers. If the estimate for any requirement exceeds \$25,000.00, the Procurement and Supply Division (MROSD) should be contacted for instruction.

b. Purchases not in excess of \$1,000.00 (total amount of purchase order) may be accomplished without competitive quotations, if the price is considered fair and reasonable, but they must be distributed equitably among qualified suppliers. If a purchase is expected to exceed \$1,000.00, quotations must be solicited from a reasonable number of qualified sources. This means that a reasonable effort must be made to locate and solicit enough firms (in most cases at least three) to guarantee adequate competition. For example, sending out quotations to a few firms listed in a telephone book may produce adequate competition. On the other hand, if only one response is received and no word is received from the other sources, an attempt must be made to determine if the list used was adequate and, if so, why only one response was received. The findings must be documented in the official contract file. There may also be instances where there is only one source available or where the building owner, for some reason, will allow only certain individuals or firms in the building. These cases must be fully justified and documented. The justification format may be a plain sheet of bond paper with a heading "Justification for Sole Source" and the narrative immediately below.

c. Services such as janitorial or snow removal, which exceed \$2,500.00, must include wage determination Service Contract Act Rates. These rates are established by the Department of Labor and are mandatory upon the Contractor. Normally 30 days leadtime is required to obtain these rates. Likewise, orders in excess of \$2,000.00 which involve work determined to be "Construction" must include Davis Bacon Rates. These rates are for construction-type trades, established by the Department of Labor, and are mandatory upon the Contractor. The Procurement and Supply Division will obtain the necessary rates. The Real Estate Division will provide Procurement and Supply with a list of potential cities where new leases or relocations are expected during the coming year.

6. Operating Procedure.

a. New Leases. If a new lease is consummated which does not contain provision for janitorial or snow removal services, the Realty Specialist will determine the requirement for these services and complete a specification sheet for each (see Appendices A and B). This information is vital to the proper solicitation, bidding, administration, and termination (if necessary) of the purchase order. The Realty Specialist will also develop a source list of potential suppliers of the service required. (Note: Recruiters, family members, or relatives of Recruiting Station employees and civil servants employed by a Recruiting Station are not eligible to quote or perform the work due to the possibility of a conflict of interest.) The specification(s)

sheet source list, and Requisition (MRH Form 698) will then be forwarded to the Procurement and Supply Division (through Real Estate Division, if initiated in the field) for action. Depending on the nature of the service and the amount of money involved, 2- to 6-weeks' time will be required by Procurement and Supply Division to process the requirement. Therefore, the Realty Specialist should provide the necessary information at the earliest possible date in order that service may begin as soon as possible after inception of the lease. Only in rare instances will interim purchase orders be issued to begin services immediately and then only with full justification as to the need for such interim service. In all cases, the recruiting command should be notified of the approximate date services can be provided taking the above-mentioned processing time into consideration.

b. Contract Extension. Janitorial contracts will initially be written for a 1-year period. The same contractor may be extended for one additional 12-month period if performance is acceptable and he/she agrees to perform at the same monthly rate. A review of janitorial contracts will be made by the Procurement Branch Agent and determinations furnished the Appraisal Branch at least 60 days prior to expiration date in order to allow sufficient leadtime for necessary processing and to insure continuous service.

c. Signs. Signs identifying the recruiting station are normally needed immediately after a lease is consummated. In some cases, the owner of the building may dictate the type of sign to be used and may furnish help in developing the specification. In any case, the specification must be in sufficient detail to allow potential firms to quote on an equal basis. Specifications and a source list should be developed and processed in accordance with the procedure for janitorial services.

d. Other Requirements.

(1) Emergency Repair/Replacement of items, such as plumbing, window glass, door locks, where time does not allow the normal procurement process, may be accomplished by the Real Estate/Recruiting Office and the invoice sent to MRORE for payment processing.

(2) Air-Conditioners, Carpets, Door Locks, Office Space Alternations, etc. Specifications and source lists for the above type items will be developed by the Realty Specialist, or other appropriate individual, and submitted through Real Estate Division who will prepare a requisition and furnish to MROSD for processing.

(3) Rodent Control - Light Bulb Replacement. Rodent control and light bulb replacement shall be made a part of the lease if at all possible. If this is not possible, quotes must be obtained as indicated in (2) above. Light bulbs can be purchased by MROSD and provided to the recruiting office.

(4) Fire Extinguishers. Fire extinguishers should only be purchased if lessor refuses to, since in the past they have been stolen.

e. Processing by MROSD. Unless otherwise stated above, MROSD will obtain the necessary labor rates, solicit quotations from qualified firms, analyze quotes received, and award appropriate purchase orders. MROSD will distribute copies 5, 6, 7, and 8 of the purchase order to Real Estate Division, who will provide copy 5 to the Recruiter-in-Charge at the appropriate Recruiting Station.

f. Developing Sources. In order to assist MROSD in compiling a list of potential bidders for janitorial and snow removal services, the Realty Specialists will, whenever possible, post a notice similar to Appendix D in Post Offices and other appropriate locations.

7. Contract Administration.

a. The janitorial and snow removal purchase orders are normally written so that payment of services can be made on a monthly basis. In order to make these payments, it is necessary that the Real Estate Division be notified in writing as to the acceptability of the service performed during the preceding month. Accordingly, the Recruiter-in-Charge of each Recruiting Station will be required to submit a Receiving Report (ENG Form 3051) to the Real Estate Division. If the work is satisfactory, the Receiving Report will be submitted on the first working day of the month following the month in which the service is performed. The Receiving Report (see Appendix E) should contain the following information:

- (1) Name of parties or company.
- (2) Location where services were performed.
- (3) Month and year in which the services were performed.

b. If the work is unsatisfactory or does not conform to the specifications, the Recruiter-in-Charge shall notify the Contractor of the deficiency, in writing, and attempt to resolve the problem immediately following the discovery. A reasonable amount of time must be allowed to correct the deficiency. Normally, if the deficiency involves a service which is to be performed on a weekly basis, the Contractor would be allowed to correct such deficiency prior to or during the next scheduled weekly service. If the deficiency is resolved, the Receiving Report shall be submitted without notation of the deficiency, but a record of the deficiency including nature, time, and resolution should be maintained by the Recruiter-in-Charge. If the deficiency is not resolved after the second week, the Recruiter-in-Charge should immediately contact Real Estate Division, in writing, stating the deficiency and the date discussed with the Contractor. This may be done by letter or on the Receiving Report, depending upon the time of the month it

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occurs. If MROSD is unable to resolve the deficiencies, a termination action will be initiated in accordance with the terms of the purchase order. It is imperative that any action taken concerning deficiencies be adequately documented.

FOR THE COMMANDER:

5 Appendices

APP A- Janitorial Service
Specifications

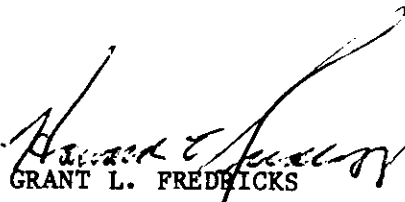
APP B - Snow Removal Specifications

APP C - Proposed Colocated Recruiting

Sign

APP D - Notice

APP E - Receiving Report


GRANT L. FREDRICKS
LTC, Corps of Engineers
Deputy Commander

DISTRIBUTION:

MROSD & MROSD-P

MRORE & MRORE-A

RE-C

RE-D

RE-G

RE-O

MROAS-L -1

MROAS-M -2

APPENDIX A
JANITORIAL SERVICE SPECIFICATIONS

1. The Contractor shall provide all necessary labor, equipment, and materials and perform the work as indicated in this specification.

2. Location to be Cleaned

3. Lease _____

4. Square Footage to be Serviced _____

5. Frequency and Service to be Performed:

a. _____ TIMES PER WEEK:

(1) Dust mop all tile floors, damp mop floors, as needed, or vacuum carpeting, as applicable.

(2) Dust all desk tops that are free of work papers, other office furniture, and reachable horizontal areas and equipment, as needed.

(3) Empty and clean all wastebaskets.

(4) Empty and clean all ashtrays.

(5) Clean and sanitize restrooms, and provide necessary paper towels, soaps, and tissue therefor.

(6) Remove and dispose of trash ☐ FROM BUILDING ☐ FROM PREMISES.

b. MONTHLY:

(1) Wash windows, inside and out, including window ventilators.

(2) Spot-clean wall surfaces and woodwork.

c. TWICE ANNUALLY:

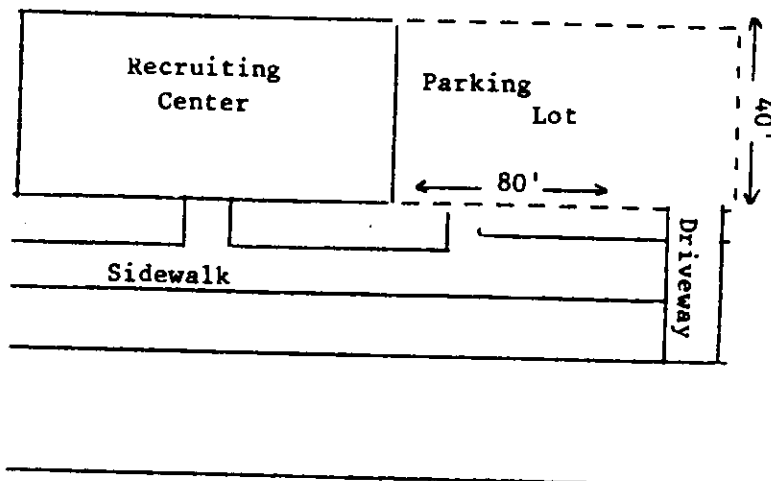
(1) Strip and rewax floors, or shampoo carpeting, as applicable.

SNOW REMOVAL SPECIFICATIONS

1. The Contractor shall provide all necessary labor, equipment, and materials to remove snow from the sidewalk and parking lot (as indicated below):

SKETCH OF GROUNDS

Example



2. Frequency. Snow shall be removed from the designated areas whenever the accumulation exceeds two inches (2") in depth. Snow shall be removed from the areas within 12 hours after snow has stopped falling.
3. Disposal of Snow. Realty Specialist shall indicate if snow is to be removed from the site and dumped at some other location, pushed to one side, or onto adjacent piece of land.

APPENDIX C
PROPOSED COLOCATED RECRUITING SIGN

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SUGGESTED COLOR SCHEME (Colors approximately those of colors in National flag)

RED - Lettering for name of Services

BLUE - Border - Lettering for other

(NOT TO SCALE)

WHITE - Background

SPECIFICATIONS:

- a. Sign face to be molded plastic with acrylic sprayed lettering, frame to be extruded aluminum.
- b. Installation to include furnishing a timer clock and connection of clock and sign to electrical service.
- c. Furnish all necessary permits as required. Installation and sign should comply with local codes.
- d. Sign shall be double-face, internally-illuminated, hung perpendicular to the existing exterior building front. If local codes do not permit such installation, then a single-face, internally-illuminated sign mounted flat to the wall is acceptable.
- e. Size of the sign shall be approximately _____ X _____ feet. Length and width to vary according to available area for mounting.
- f. Permission to install said sign should be obtained in writing from the owner of the building prior to fabrication and a copy of such written permission from the owner attached to the invoice when billing for payment.
- g. Sign to be installed at _____
(Street Address) (City) (State)

NOTE: Wording may be varied to fit particular situation.



REPLY TO
ATTENTION OF:

APPENDIX D
DEPARTMENT OF THE ARMY
OMAHA DISTRICT, CORPS OF ENGINEERS
6014 U.S. POST OFFICE AND COURTHOUSE
OMAHA, NEBRASKA 68102

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NOTICE

30 July 1980

The Corps of Engineers is seeking sources to perform, from time to time, Janitorial and/or Snow Removal Services at Armed Forces Recruiting Stations in this community or in the surrounding areas. If interested, please write to the U.S. Army Engineer District, Omaha, 215 North 17th Street, Omaha, NE 68102, ATTN: Procurement and Supply Division, giving your name, complete address, and telephone number. You may also contact the Omaha District by calling (402) 221-4102, or you may call toll free (800) 228-9242. Indicate that you are calling in reference to Janitorial and/or Snow Removal Services at Recruiting Stations, leave your name, address, and telephone number and the appropriate person will return your call.

RECEIVING REPORT		DATE PREPARED		ACQUISITION REFERENCE NO. (Purchase order, contract and delivery order no., or other specify)		
DISTRICT		FIELD UNIT				
RECEIVED FROM (Include address or shipping point)						
NAME OF JANITORIAL SERVICE COMPANY				DELIVERY		
DELIVERY VIA (Carrier's name and B/L number, if any)				PARTIAL NO. _____ FINAL NO. _____		
				DATE RECEIVED		
ITEM NO.	P/E/S	ARTICLES OR SERVICES RECEIVED	UNIT	QUANTITY	UNIT PRICE	TOTAL COST
		<p>RECRUITING STATION: ADDRESS: CITY, STATE, ZIP CODE</p> <p>MONTH AND YEAR SERVICES WERE PERFORMED</p> <p style="text-align: center; font-size: 2em; transform: rotate(-15deg); opacity: 0.5;">SAMPLE</p> <p>THIS FORM SHOULD BE USED TO INFORM OMAHA DISTRICT OF SERVICE YOU ARE RECEIVING, GOOD OR BAD.</p> <p>IF YOU HAVE NO RESULTS IN TRYING TO GET POOR PERFORMANCES CORRECTED, YOU SHOULD ADVISE. (SEE PARAGRAPH 7 OF DM)</p>				
REMARKS			ACCOUNTING CLASSIFICATION (Appropriation, project, cost account, and amounts)			
EVIDENCE OF RECEIPT						
I have this date checked the above listed items. They were received by me in the quantity stated, and the quality meets all the requirements of the order or specifications except as stated under "Remarks" above.						
(Signature of Responsible Employee or designee)			YOUR SIGNATURE HERE			
PASSED BY PROPERTY BRANCH			BUR. YOU. SERIAL NO.		PROPERTY YOU. NO.	

ENG FORM 3051 REPLACES EDITION OF 1 OCT 62, WHICH MAY BE USED.
1 JUN 62